

LAKE TECHNICAL COLLEGE

Board of Directors Meeting

July 26, 2021 / 4:30 p.m.

Tech Dining Room

OPENING:

- At Chairperson Keith's request; (recognizing Dr. Diane Culpepper's use of the gavel to close the May Meeting, Mrs. Thomas proceeded in use of the gavel to Call to Order the August 2021 Meeting; followed by The Pledge of Allegiance and a Moment of Silence.
- Determination of a Quorum

CALL TO ORDER:

Chairperson, Chief Richard Keith welcomed Members and requested to recite The Pledge of Allegiance followed by a Moment of Silence.

DETERMINATION OF A QUORUM: A quorum was determined and Chairperson, Chief Richard Keith called the meeting to order at 4:30 p.m. *Copies of tabbed items will be included with the final, approved Meeting Minutes.*

DIRECTOR MEMBERS PRESENT:

Board Chairperson, City of Tavares Fire Chief, Mr. Richard Keith & Vice- Board Chairperson, Dr. Isaac Deas; Members: Mr. Mickey Gauldin, Mrs. Judy Beda, Mr. Timothy Morris

DIRECTOR MEMBERS NOT PRESENT:

Members, Mr. Fred A. M. Cobb; Mr. Gerald Cobb; Mr. David Steele; Mr. C.A. Vossberg

APPROVAL OF THE MEETING MINUTES OF MAY 17, 2021 (*Tab 1*) The Meeting Minutes of the May 17, 2021 Regular Board Meeting were approved as written; ***M/S/P** (**motion made, seconded, passed*)

PUBLIC COMMENT: None.

PROGRAM SPOTLIGHT: **HVAC Apprenticeship & iBuild** – Mrs. Laurie Bryant, Program Specialist presented about the Corporate and Community Training program's involvement with the nonprofit organization "iBuild". Mrs. Bryant reviewed a PowerPoint presentation providing details about the Heating, Air Conditioning, and Refrigeration Commissioning and Service Apprenticeship program which began September 1, 2020. Mrs. Bryant said she has continued to work with participating employers, explained that it is a three-year program; requires 144 hours of related training instruction (RTI), and 2,000 hours of on-the-job (OJT) training annually. She provided details regarding employment, employer's obligations, and salary information; and displayed logos of iBuild Partners in categories of Industry, Education and Training, and Career & Community Partners. The Partnership with Lake Technical College includes donated plumbing, carpentry, HVAC, and electrical materials; iBuild Invitational event; scholarships for students of Intro to Construction Technology; 2, Construction Career Camps for middle school students; and, connections to the Academy of Construction Technologies (ACT) and many construction companies and community partners.

Mrs. Bryant notified Members that first year apprentices will begin on August 9, 2021 and second year apprentices will begin on September 2, 2021. She said that Lake Technical College (LTC) is currently enrolling for fall classes and Members were provided printed materials (post cards and flyers) generated for mailing to advertise the program. A detailed PowerPoint presentation is on file with the official Meeting Minutes of the Board.

REPORTS: None.

UNFINISHED BUSINESS: None.

EMPLOYEE RECOGNITION FOR YEARS OF SERVICE:

Full-time 4531:

- **Dr. Diane W. Culpepper, Executive Director**
LCS Hire date: 06/02/2010 – Retirement Date: effective 08/31/2021
- **Mrs. Laura J. Brownfield – Records Specialist, Admissions Department**
LCS Hire date: 04/13/1988 - Retirement Date: effective 06/30/2021

Chairperson, Chief Keith thanked the employees listed for their years of service. Mrs. Thomas mentioned that Dr. Culpepper had been honored at the May Meeting and Mrs. Brownfield was not in attendance at today's Meeting. There are plans to recognize her in the near future. Chairperson, Chief Keith announced that Director Member, Mr. Fred A.M. Cobb has opted to exit from serving on the Board and on behalf of the LTC Board of Directors, Chairperson Keith thanked Board Member Cobb for his years of service to LTC; and, for having served as Board Chairperson for many of those years.

- **Mr. Fred A. M. Cobb, Board of Director**
Board of Director Member: 01/25/2010 - 07/26/21; (*Board Chairperson 2014 – 2018*)

CONSENT AGENDA JULY 26, 2021: (*Tabs 2 – a - c*) Request Approval of:

APPOINTMENT/IN-HOUSE CHANGE OR ADDITIONAL PART-TIME ASSIGNMENT:

(4531)

- **Teacher, Health Job Prep, EMT/Paramedic** – Harper, Eric (*133053*) *increased calendar*
- **Teacher, Adult Education** – Alvarez, George (*159419*) *remove grant assignment*
- **Assistant Director, Finance** – Foster, Lorraine (*113260*) *decrease Business Manager*
- **Program Manager, CTE** – Frazier, Kimberly (*106402*) *from Dean of Student Services*
- **Facilities Manager** – Miller, Jack M. Jr., (*116328*) *from Assistant Director, Facilities*

REQUEST TO HIRE:

Full-time 4531:

- **Industrial Assistant, Commercial Foods & Culinary Arts** – Herring, Jessica A. (*137505*) *effective 05/12/21*
- **Records Specialist, Admissions** – Robbins, Courtney C. (*164372*) *effective 07/14/21*
- **Teacher, Health Job Prep** – Linton, Anna Maria – (*119992*) *effective 07/07/21*
- **Teacher, Health Job Prep EMT/Paramedic** – Garbaravage, Joseph B. – (*104111*) *effective 07/07/21*
- **Teacher Industrial Job Prep-Veterinary**– Burt, Danielle M. – (*TBD*) *effective 08/02/21*

Part-time 4531:

- **Adult Ed Part-time, Health Clinical** – Eubanks, Ena L. (*163890*) *effective 03/04/21*
- **Adult Ed Part-time, Health EMT/Paramedic** – Didier, Christopher (*164078*) *effective 05/24/21*; Mencia, Iman (*164079*) *effective 06/01/21*; Urquhart, Rodney (*164081*) *effective 05/24/21*
- **Adult Ed Part-time, Tech Trade, Welding** – Johnson, Chase (*TBD*) *effective 08/02/21*

Part-time 4535:

- **Adult Ed Part-time, Public Service LE** – Rodriguez-Ortiz, Elvin (*163949*) *effective 03/23/21*

TRANSFER, RETIRING, RESIGNATION, & TERMINATION:

Full-time 4531:

- **Executive Director** – Dr. Diane W. Culpepper (144043) *retirement effective 08/31/21*
- **Records Specialist Guid Srvs** – Brownfield, Laura J. (127006) *retirement effective 06/30/21*
- **Teacher, Industrial Job Prep – Veterinary Assisting** – Ross, Jennifer K. (163645) *instructional probationary assignment ends effective 05/27/21*

NEW BUSINESS: (Tabs 3 – 16 approved; no Members abstained M/S/P)

At-A-Glance Budget Summary April 30, 2021 – June 30, 2021 (Tab 3) (no action required)

The 3-Month At-A-Glance Summary was reviewed by Mrs. Tarsha Jacobs, CPA. Mrs. Foster, Assistant Director of Finance-LTC, was also available to answer any questions. Mrs. Jacobs informed Members that Federal funds were helpful this year in covering some expenses from the operating budget, leaving a plentiful ending balance. However, she said it is expected, that over the next couple of weeks, Accounts Payable will begin paying the invoices received in the summer. She said that, financially, considering COVID-19 and the expenses from the pandemic, the school is in great fiscal shape overall. Mrs. Jacobs also informed Members that, the auditing firm is scheduled to finalize preliminary work in mid-August, and they will focus on grants. She stated that Mrs. Foster has been keeping good record of grant details and she expects the process to go very smoothly. She said she is not expecting any delays with finalization of the 2020-2021 Ending Budgets as there was last year. She said she has also reached out to Lake County Schools (LCS) Assistant Superintendent, Business Services, Mr. Scott Ward, regarding new post-employment benefit guidelines and procedures.

Chairperson, Chief Keith thanked the financial staff for their hard work and stated that it is good to hear a positive report after a prior school-year filled with all the issues that came about as a result of the world-wide pandemic.

There was no further discussion. The report was informational and required no action by the Board.

2021-2022 Agreement between Lake Technical College and Tarsha R. Jacobs CPA (Tab 4)

Executive Director, Thomas stated that the renewal agreement is a continuation of the current contract that was already in place; moving forward with the same types of services and costs. Director Member, Timothy Morris questioned if there were any changes made to the new contract. Mrs. Thomas stated there were no changes. Director Member, Timothy Morris questioned if the annual agreement had been reviewed by council prior to Board review. Mrs. Thomas stated that former Executive Director, Dr. Culpepper, would have counsel review initial contracts; however, renewal contracts, with no changes, would not be submitted for review by counsel. She stated that if there is something that looks odd or is questionable; yes, the agreement would be reviewed by Attorney, Kevin Stone.

2021-2022 State of Florida Fee Schedule (Tab 5) Executive Director, Thomas stated that there is no increase to the State of Florida Fee Schedule for the 2021-2022 School Year. The schedule is approved by the school's Charter Board of Directors annually.

RFA: Stipend for Donald Adams, Firefighter Program Director (Tab 6) Chairperson, Chief Keith introduced new Firefighting Program Director, Dr. Donald Adams. He stated that Mrs. Thomas has restructured, and in a new role, Dr. Adams will serve as the Fire Academy Director and the Emergency Medical Service Program Director. He stated that he has known Dr Adams for many, many years as that he has served various areas of fire service including Fire Chief for Osceola and Orange Counties. Dr. Adams possesses a Doctoral degree and has served as a Professor of EMS, LTC part-time instructor, and full-time instructor in Alabama.

Executive Director, Thomas stated that these requests for approval are similar to others submitted in the past; Lake County Schools does not apply the Doctorate Degree Differential amount to Donald Adams' salary, as his Doctorate Degree subject area is Organizational Leadership. Donald Adams' job duties as Fire Academy Director at Lake Technical College's Institute of Public Safety are primarily to provide administrative

oversight to the Fire Academy and other associated programs; duties that align with the Doctorate Degree primary content assignment of Business. The Executive Director recommends a percentage of the Lake County Schools degree differential supplement from the 2020-2021 hire date of May 14, 2021 through to the end of contract June 14, 2021; and, the full degree differential supplement applied to the 2021-2022 school year salary.

RFA: Additional Compensation for Dr. Diane Culpepper (Tab 7) Executive Director, Thomas explained that sick leave and vacation leave are two benefits that are offered to employees by school districts across the state of Florida. Due to the intense schedule during the past years, Dr. Culpepper did not have a chance to use the majority of her days. Unlike the state college system where the Board of Trustees are able to structure ways to allow their Presidents credit for the sick and vacation leave accrued (401A as an example), those in the school district have no mechanism to do so unless paid directly to the employee via a bonus. Due to the job demands of the past two years, she has been unable to take her allocated time. Since May, Dr. Culpepper has been using sick and vacation days, but 484.50 hours of leave will be lost. Dr. Culpepper had seven years prior to DROP and 4 years after entering DROP; which, was required upon her 62nd birthday.

A calculation was presented to the Board of Directors outlining how the amount was determined to compensate Dr. Culpepper for the equivalent of the estimated value of unused time at the 45% rate.

RFA: iBuild Memos of Understanding (Tab 8) Chairperson Keith informed Members that an effort is being made for LTC and iBuild to work closer together. He explained that Executive Director Thomas is seeking consensus from the Board as to whether or not staff should continue to pursue working on projects with iBuild. A draft Memo of Understanding (MOU) was created by attorney, Kevin Stone and he was present for answering questions.

Executive Director Thomas said that LTC has been discussing how to be a part of the apprenticeship business, in a bigger way, without hurting existing programs being offered. She informed Members that Governor DeSantis' quest is for the state of Florida to be number one in the workforce by 2030; which, has heightened focus on pre-apprenticeships and apprenticeships.

She said, as Mrs. Bryant mentioned, Debbie Rodriguez has a passion for iBuild and is a very dynamic lady with passion and energy for the construction industry. She communicated with LTC previously about partnering as iBuild's Local Education Agency (LEA) for collaborating state and federal funding available to help iBuild and LTC work on projects together. This prompted interest by LTC to know what options were available. She said that iBuild's program was particularly appealing to LTC because it is construction-focused; which, does not compete with other programs that LTC offers, and it aligns with HVAC apprenticeship.

She stated that LTC has found that pre-apprenticeship programs are a good way of getting LTC involved because there are no costs or negative fiscal impacts to the school, the students would be registered with the state, and there are many marketing and advertising benefits from being involved with iBuild; which, LTC would like to be involved in.

She said although this all seems to be a win-win for LTC, she wanted to know the Board Member's perspective about LTC moving deeper into apprenticeship. She said there is a lot of funding available for these types of projects and this is a way that LTC can meet the needs of the construction community in Lake County without having to commit LTC to any additional expenses normally associated with new program startup.

Attorney Stone addressed the Board regarding the draft MOU. He stated that the MOU did not bind LTC to any specific project or anything financially. He said it basically enables LTC's staff to be involved and put efforts into iBuild's projects; and, there will be other projects besides the projects mentioned by Mrs. Thomas. Employer-sponsored projects, such as the ones Mrs. Bryant reported on, are very complex and there is so much work entailed with them being programs by necessity. He said that getting those employer-instructor relationships put together is what iBuild does great; iBuild takes the classroom to the job sites and teaches the student after work which, is something that LTC does not have the resources readily available to do. LTC,

being iBuild's LEA, benefits both entities and if LTC chooses to get involved in this kind of business; then, this is the way to do it.

Member, Mr. Tim Morris questioned if LTC has any liability issues by serving as the LEA. Attorney Stone replied that most apprenticeship programs approved by Florida Department of Education (FLDOE) are affiliated with an LEA. Federal grant recipients must be either a school district or a state college; which, are designated LEA's under the state statute. By serving as iBuild's LEA for its apprenticeships, any grant money would flow through the school's processes and the school would certainly be responsible for overseeing grant administration; ensuring funding is being handled in accordance with the grant agreement and by the law, in general.

IT WAS THE CONSENSUS OF THE CHARTER BOARD OF DIRECTORS TO DIRECT STAFF TO CONTINUE TO WORK TOWARDS CREATING A RELATIONSHIP WITH iBUILD TO COLLABORATE ON CENTRAL FLORIDA PREAPPRENTICESHIP AND APPRENTICESHIP PROGRAMS. Attorney Stone advised the Board that it would be fine to make a motion to approve the MOU as an umbrella and separate agreements will be forthcoming for approval. After review by iBuild, if any changes should need to be made to the MOU, it will be brought back before the Board. He said by getting approval of the MOU, staff will feel comfortable using more of their resources to try and develop some of these programs. The consensus was confirmed by formal motion, MOU as presented; m/s/p.

2021-2022 Career Pathways Articulation Agreement between Lake County Schools and Lake Technical College (Tab 9) Mrs. Stephan reported that this is an agreement approved annually. This school year, there were minimal changes made to the agreement; she said she anticipates more changes next school year due to Career Pathways grant funding for secondary training to post-secondary training, and post-secondary to state college. She said the agreement presented for approval is the first phase of articulating credit focused on secondary to post-secondary training. She stated that LTC did not lose students; and, actually gained students in the CNC/Machining program. She informed Members with the Veterinarian Assisting program, there is now another agreement between LTC and Sumter County School Board (SCSB). She stated that the goal is to have some type of credit coming from the high schools.

2021-2022 Training Deputy Agreement between Lake Technical College and Peyton Grinnell, Sheriff of Lake County Florida (Tab10) Mrs. Thomas stated that there had not been an increase to the Lake County Sheriff's Office (LCSO) Training Deputy Agreement for eleven years. Prior to retiring, Dr. Culpepper negotiated with Sheriff Peyton Grinnell a \$15,000 increase increasing the contract amount from \$185,000 to \$200,000 annually. Mrs. Thomas stated that this will better cover the increase to salaries and other costs involved with the agreement being in place. She stated that the language of the agreement is the same; no terms have changed, but updates have been made to reflect new leadership.

2021-2022 Lake Technical College Organizational Chart (Tab11) Chairperson Keith stated that with the changes in leadership, there has been restructuring of the administrative team. Executive Director Thomas was asked to provide details about these changes.

Mrs. Thomas stated that for the past couple of years, she and Mrs. Stephan have had intense workloads and each have felt the pressures of that. She stated that she has restructured to re-align duties and equally divide responsibilities. She reviewed the administrative changes that were indicated in the Personnel section of the Consent Agenda. Some discussion ensued from Members while orienting themselves to the updated organizational chart. Member, Mickey Gauldin questioned if an approval was necessary and if she was happy with the assignments she has chosen. Mrs. Thomas stated that the Organizational Chart is approved annually to be in compliance with the Council on Occupational Education (COE); the school's accreditation body. She confirmed that she is very pleased with the employees selected to serve on LTC administrative team. She emphasized that the decision was a team-decision made after analyzing the workload and to determine what was needed to be able to accomplish tasks as the school grows and to be able to provide oversight to programs at off-campus instructional service centers. On behalf of the Board of Directors, Chairperson Keith congratulated all who have taken on new jobs/responsibilities at LTC.

2021-2022 Lake County Schools Mental Health Plan for Lake Technical College (Tab12) Mrs. Thomas stated that the Mental Health Plan must be approved annually for Lake County Schools (LCS) for LTC's dual-enrolled students. There is a small amount of funding (approximately \$920) allocated annually for these students. She said, for LTC, it is the same Mental Health Plan as the year prior; which, is that LTC will successfully refer its dual-enrolled students back to their own high schools, where there is a comprehensive mental health plan in place. LTC will also work with these students successfully to re-enroll at LTC should there be a break in enrollment and ensure they received the services they need to do that. Mrs. Thomas stated that this year the Florida Department of Education provided a template for schools to complete and submit their plan.

BOARD CHAIRPERSON REPORT: Chairperson Keith said thank you to the Members for their service to the Board and LTC.

EXECUTIVE DIRECTOR REPORT:

- **Legislative Updates** - Mrs. Thomas stated that that House Bill 1507 is a large Bill passed during the last legislative session, all pertaining to workforce development and training, that will potentially have an impact on all technical college, and state college systems and there are many initiatives mentioned in the Bill. She provided some examples of what was included in the bill; such as, a unified data reporting system, a money-back guarantee program, and additional grant opportunities.

Mrs. Thomas indicated there are still a lot of unknowns when it comes to processes to follow.

She said that the most significant part of the entire Bill, in her opinion, is the casualty of programs; linking everything to a term called credential of value. She said at LTC programs lead to jobs. If a student is not gaining employment from that program; it closes. The discussion related to "credential of value" is that the job will not be included on the credential value list if it does not meet a certain minimum threshold that has not yet been established. This could eliminate certain programs that are in high demand from local employers. This could significantly impact the program offered by LTC and could lead to a negative impact in our local economy.

- **Tavares-Lake Tech project update** – Mrs. Thomas stated that the City of Tavares was awarded a \$750,000 Community Development Block grant. The City of Tavares and LTC have partnered to build a Transportation Hub and now funds are available to begin constructing building one with a bay and small classroom space as a place for LTC's students to go to in small classes at a time. The City and LTC are currently working on a joint grant to secure funding for the remainder of the project. A grant writer is working with the City of Tavares and LTC to submit the grant. Mrs. Thomas stated that she has also met with local legislators and they are very supportive of the project and willing to assist.
- **Fall Program Advisory Committee Reception – Thursday, September 23, 2021 @ 6:00 p.m.** Mrs. Thomas requested that all Members mark their calendars for the evening event. She said that it is planned to be an in-person event with food and beverages; back to normal, as in past years. However, if anything changes, Members will be notified.
- **Charter Renewal Year – Lake County Schools** - Mrs. Thomas stated that this is the year to complete the charter renewal with the district. She said that she and Mrs. Stephan will be busy working on that along with Attorney Stone on the contract for renewal.
- **Lake County Schools (facilities)** - Mrs. Thomas said kudos to LCS for taking care of the huge project of rerouting of the plumbing in LTC's Building A. She mentioned a special thanks to Mr. Scott Ward, Assistant Superintendent of Business Services and Mr. Carr, Assistant Superintendent of Operations and Facilities for helping it be a smooth transition of Dr. Culpepper to her. Mrs. Thomas stated that post-secondary and secondary FACTE Association Members partnered in nominating and awarding Superintendent Kornegay. She has been very supportive of LTC and Mrs. Thomas looks forward to the continued partnership.

- **Camps Life Calendar** – The calendar was provided to Members at their workstations ahead of the new school year to keep them informed about activities between August and October 2021.

DATE/TIME OF NEXT MEETING:

Recommended pre-scheduled meetings dates for **2021-2022** school year:

- Monday, September 13, 2021 @ 4:30 p.m. *Board Room, Hallway A*
- Monday, December 13, 2021 @ 4:30 p.m. *Board Room, Hallway A*
- Monday, March 7, 2022 @ 4:30 p.m. *Board Room, Hallway A*
- Monday, May 16, 2022 @ 4:30 p.m. *Board Room, Hallway A*

ADJOURNMENT:

Respectfully submitted,



Mrs. DeAnna D. Thomas
Executive Director